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73-6949

Office of the Attorney General
Washington, D. C.

October 31, 1973

Honorable William Egan Colby
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Colby:

This is an invitation to you and other persons in your agency to attend, and actively to participate in, an "Interagency Symposium on Improved Administration of the Freedom of Information Act." The symposium will be held on Thursday, November 29, 1973 from 9:00 A.M. to 5:30 P.M. in the Commerce Department Auditorium, 14th Street, N. W., between Constitution Avenue and E Street, Washington, D. C. 20230. 1/

1/ This is the symposium that was first referred to in the June 26, 1973 statement of Attorney General Richardson at a joint hearing of three Senate subcommittees, in pertinent part as follows:

> "* * * there are some steps that the Justice Department can take immediately to encourage better administration of the Act, and I am today directing that four such steps be taken now.
>
> * * * *
>
> "Second, we will conduct an interagency symposium on the Freedom of Information Act before the end of this year, to emphasize the need for improved administration and to provide for wider sharing of problems and ideas. This symposium will involve two-way communications as well as direct presentations, and we plan to invite the participation of Congressional and private speakers."

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Numerous expressions by observers in other branches of government and in the private sector have focussed the attention of the Justice Department upon a widely felt need to improve the administration of the Act. Our experience suggests that the Act is an unusually difficult statute to administer well, partly because of its all-pervasive and yet diffuse impact upon the agencies. Therefore unusual efforts must be made if an optimum quality of administration is to be attained. The purpose of this symposium is to stimulate and to exchange, for use in the future administration of the Act, ideas, suggestions, information and comments directed toward improving such administration.

We particularly urge attendance by three general types of agency personnel:

(1) Executives with a continuing top or senior responsibility in the management of important agency programs, such as the type of officials referred to in some agencies as "bureau chiefs". These are the officials whose decisions, recommendations, or policies may determine whether access to information and records is to be granted or denied.

(2) Agency general counsels and/or other legal personnel with advisory or other functions in administering the Act.

(3) Agency public information or public affairs officials whose duties involve the handling of public and press requests for information.

Attached hereto is a list of federal agencies with a roughly estimated number of attendees from each. These numbers are designed chiefly to assist in allocating the capacity of the Auditorium, and are subject to increase or decrease. If your agency would like to send a significantly larger or smaller number of persons to the symposium than is shown in the attached list, please request such a change

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as soon as practicable. This may be done by telephoning Miss Meszler (Code 187 -- Ext. 2069) in this Department's Office of Legal Counsel. Agencies with important field establishments may wish to consider whether to include some attendance from field offices if the field plays a significant role in administering the Act.

Also attached for your information is a Tentative Program for the symposium. As you can see, major emphasis is being placed on eliciting inputs from all concerned -- users of the Act, key Congressional spokesmen, and agency officials involved in processing requests under the Act.

Due to the large number of agency officials expected to attend and the effort to deal with a very complex subject in a single day's program, special advance arrangements seem desirable to provide reasonable opportunities for widespread participation. Accordingly, persons from your agency expecting to attend the symposium should be promptly informed that they are encouraged to submit written questions, suggestions, or comments for possible presentation to symposium speakers or panelists. 2/ In addition, each

2/ Such questions, suggestions, or comments should be sent to John Gallinger, Esq., Office of Legal Counsel, Department of Justice, Washington, D. C. 20530 in time to reach him by the close of business on Friday, November 23rd. They should hopefully be phrased with a view to oral presentation, and should deal with some aspect of the Act's administration (e.g., procedures, contacts with requesters, agency organization for processing requests, interagency coordination, personnel allocation and training, etc.) rather than with the legal interpretation of the Act's exemptions.

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person attending the symposium will be given a Survey Questionnaire, designed to elicit facts and opinions that may help guide us toward the overall goal of improved administration of the Act.

Sincerely,

Robert H. Bork

Robert H. Bork
Acting Attorney General

Enclosures (List and Program)

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DEPARTMENT OF JUSTICE
Washington, D. C. 20530

INTERAGENCY SYMPOSIUM ON IMPROVED ADMINISTRATION OF THE FREEDOM OF INFORMATION ACT

Thursday, November 29, 1973 -- Department of Commerce Auditorium

TENTATIVE PROGRAM

9:00 A.M. Registration and distribution of Survey Questionnaire

9:10 A.M. Introductions

9:15 A.M. Opening Remarks -- Acting Attorney General Bork

9:30 A.M. The Administrative Problems: The Specific Needs for, and Obstacles to, a Speedier and More Satisfactory Processing of Requests for Access to Agency Records:

Short statements by panelists, including Chairman Moorhead of the House Government Information Subcommittee, representatives of Users such as public-interest groups and the press, and agency officials, followed by discussion among the panelists, based in part on material submitted by the audience.

There will be a short coffee break at approximately 10:30 A.M.

12:00 Noon Lunch break

1:15 P.M. Proposed Improvements, Progress Reports, and Plans for Further Action:

Short statements on training, budgeting, internal agency organization, interagency coordination by task forces and other mechanisms, etc., followed by discussion among panelists, based in part on material from the audience.

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There will be a short coffee break during the mid-afternoon.

5:00 P.M. Concluding Remarks -- Assistant Attorney General Robert G. Dixon, Jr.

5:15 P.M. Completion of Survey Questionnaires

5:30 P.M. Adjournment

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U. S. DEPARTMENT OF JUSTICE

INTERAGENCY SYMPOSIUM ON IMPROVED ADMINISTRATION
OF THE FREEDOM OF INFORMATION ACT

Thursday, November 29, 1973 -- Department of Commerce Auditorium

LIST OF AGENCIES WITH ALLOCATION OF SEATS */

Department of Treasury	23
Department of State	12
Department of Interior	23
Department of Justice	20
Department of Agriculture	30
Department of Commerce	18
Department of Labor	14
Department of Defense	50
Department of Health, Education, and Welfare (HEW)	34
Department of Housing and Urban Development (HUD)	14
Department of Transportation	24
Veterans Administration	9
Small Business Administration	3
Federal Communications Commission (FCC)	4

*/ This allocation of seats was prepared on October 31, 1973. If an agency would like to send a significantly larger or smaller number of persons to the symposium than is shown on the list, please request such a change as soon as practicable. This may be done by telephoning Miss Meszler (Code 187--ext. 2069) in the Justice Department's Office of Legal Counsel.

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National Foundation on the Arts and the Humanities - 3

Tennessee Valley Authority (TVA) - - - - - - - - - - - - - - 3

United States Information Agency (USIA) - - - - - - - - - - - 3

Federal Home Loan Bank Board (FHLBB) - - - - - - - - - - - - 3

National Capital Planning Commission - - - - - - - - - - - - 1

Railroad Retirement Board - - - - - - - - - - - - - - - - - - 3

Federal Maritime Commission (FMC) - - - - - - - - - - - - - - 3

Commission on Civil Rights - - - - - - - - - - - - - - - - - 2

Federal Trade Commission (FTC) - - - - - - - - - - - - - - - 5

Water Resources Council - - - - - - - - - - - - - - - - - - - 1

Equal Employment Opportunity Commission (EEOC) - - - - - - - 3

Smithsonian Institution - - - - - - - - - - - - - - - - - - - 2

Federal Deposit Insurance Corporation (FDIC) - - - - - - - - 3

National Science Foundation- - - - - - - - - - - - - - - - - 4

Commission of Fine Arts - - - - - - - - - - - - - - - - - - - 1

Cabinet Committee on Opportunities for Spanish-Speaking People - - - - - - - - - - - - - - - - - - 1

Environmental Protection Agency (EPA) - - - - - - - - - - - - 5

Panama Canal Company and Canal Zone Government - 1

General Services Administration (GSA) - - - - - - - - - - - - 7

Securities and Exchange Commission (SEC) - - - - - - - - - - 4

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National Aeronautics and Space Administration (NASA) - - - - 7

Interstate Commerce Commission (ICC) - - - - - - - - - - - - 4

Civil Service Commission - - - - - - - - - - - - - - - - - - 5

Renegotiation Board - 3

Federal Power Commission (FPC) - - - - - - - - - - - - - - - 3

Atomic Energy Commission (AEC) - - - - - - - - - - - - - - - 8

Civil Aeronautics Board (CAB) - - - - - - - - - - - - - - - - 3

National Labor Relations Board (NLRB) - - - - - - - - - - - 3

Indian Claims Commission - - - - - - - - - - - - - - - - - - 1

Farm Credit Administration - - - - - - - - - - - - - - - - - 2

ACTION - 3

Export-Import Bank - 2

United States Tariff Commission - - - - - - - - - - - - - - - 2

National Credit Union Administration - - - - - - - - - - - - 2

Arms Control and Disarmament Agency - - - - - - - - - - - - - 2

National Mediation Board - - - - - - - - - - - - - - - - - - 1

Federal Mediation and Conciliation Service - - - - - - - - - 1

Postal Service - 8

Postal Rate Commission - - - - - - - - - - - - - - - - - - - 1

Advisory Commission on Intergovernmental Relations - - - - - 1

Delaware River Basin Commission - - - - - - - - - - - - - - - 1

Selective Service System - - - - - - - - - - - - - - - - - - 2

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National Capital Housing Authority - - - - - - - - - - - - - 1

D. C. Redevelopment Land Agency - - - - - - - - - - - - - - - 1

Appalachian Regional Commission - - - - - - - - - - - - - - - 1

Foreign Claims Settlement Commission - - - - - - - - - - - - 1

American Battle Monuments Commission - - - - - - - - - - - - 1

National Council on Indian Opportunity - - - - - - - - - - - 1

Administrative Conference of the United States - - - - - - - 4

Office of Management and Budget (OMB) - - - - - - - - - - - - 5

Consumer Product Safety Commission - - - - - - - - - - - - - 3

Energy Policy Office - 3

Office of Consumer Affairs, HEW - - - - - - - - - - - - - - - 1

Office of Economic Opportunity (OEO) - - - - - - - - - - - - 3

Federal Reserve System - 2

Cost of Living Council - 3

Council of Economic Advisers (CEA) - - - - - - - - - - - - - 1

Central Intelligence Agency (CIA) - - - - - - - - - - - - - - 2

Miscellaneous Executive Branch - - - - - - - - - - - - - - - 8

Occupational Safety and Health Review Commission - - - - - - 1

Overseas Private Investment Corporation (OPIC) - - - - - - - 1

American Revolution Bicentennial Commission (ARBC) - - - - - 1

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EXECUTIVE SECRETARIAT

Routing Slip

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2	DDCI				
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5	DDO				
6	DDM&S		X		
7	D/DCI/IC				
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9	OGC	X			
10	OLC				
11	IG				
12	D/PPB				
13	D/Pers				
14	D/OS				
15	D/Trng				
16	SAVA				
17	ASST/DCI				
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Remarks:

Please note CIA is allocated two spaces. Please clear attendees with DCI at a Morning Meeting.

Exec

11/08/73
Date

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